


CANCELLATION NOTICE



Prepare Aerospace Safety Advisory Panel (ASAP) Annual Report


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Safety and Mission Assurance

March 31, 2004
Date

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial Corrections to Reference 4.2, Section 5 flowchart, steps 6.04, 6.06, 6.07 and 6.09 and 4 th Quality record in Section 7.
Revision	B	October 9, 2001	Changed responsible staff member. Added step 6.11 for review of Annual Report and editorial changes to sections 3.1, 3.4, 6.02, 6.04, and 6.08, added reference 4.3, and added new LLIS quality record. Updated quality record retention & disposition.
Cancellation		March 31, 2004	HOWI 5112-Q029 Cancelled this date

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OSMA Staff Member Responsible for this HOWI: Q-1/Mark Erminger

Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Correspondence to Center/Program	ASAP Exec Director	ASAP Files (Member Chron files)	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep as long as report has reference value then transfer to FRC, destroy when 15 years old
ASAP Trip Reports	ASAP Exec Director	ASAP Files (Member Chron files)	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep as long as report has reference value then transfer to FRC, destroy when 15 years old

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
ASAP Annual Report	ASAP Exec Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	* Permanent * Keep as long as report has reference value then transfer to FRC, transfer to NARA when 20 years old
Copy of the Federal Record Notice	ASAAP Exec Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	* Permanent * Keep as long as report has reference value then transfer to FRC, transfer to NARA when 20 years old
ASAP Annual Report Responses <u> </u>	ASAP Exec Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	* Permanent * Keep as long as report has reference value then transfer to FRC, transfer to NARA when 20 years old
Lessons Learned Information System	LLIS Manager	Electronic	Electronic	Schedule: 1 Item: 78.C	Keep as long as report has reference value then delete